



## **The Corporation of the Township of Algonquin Highlands**

requires a

### **Trail Technician/By-Law Officer**

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified persons for the position of Trail Technician/By-Law Officer. Reporting to the Trails Coordinator, the Trail Technician/By-Law Officer assists the Trails Division with the operation and maintenance of the Haliburton Highlands Water Trails (Frost Centre and Poker Lakes canoe route areas), hiking trails and the Frost Centre ski trails.

The preferred candidate will possess the following qualifications:

- Completion of a post-secondary program in a related field of study;
- Training as a municipal law enforcement officer or provincial offences officer;
- Valid Class 'G' Ontario Driver's Licence with a clean driver's abstract;
- Pleasure craft operator card and experience with operating a motorboat;
- Wilderness Advanced First Aid, or ability to obtain;
- Ontario Recreational Canoeing and Kayaking Association (ORCKA) Canoeing - Day Trip Leader Certification, Bronze-Cross Swimming and Wilderness Survival Certifications are assets, or ability to obtain;
- Chainsaw operator's certification with a level of comfort & experience is a strong asset as tree removal from trails and remote campsites is a regular function;
- Experience and comfort with operating a snowmobile in the backcountry and while towing a groomer for ski trail grooming operations;
- Backcountry navigation and exploration in all seasons with skiing, snowshoeing, map/compass/GPS, canoeing, hiking, and other outdoor experience;
- Comfortable working with computers, reservation software, Microsoft Office, email, cash handling and point of sale debit/credit pin pads;

Salary Range: \$23.65 to \$26.62 per hour

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with

Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00PM on Friday, February 28, 2025** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0  
Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)

**Complete job description follows.**



## **Township of Algonquin Highlands**

### **Job Description**

**Position:** Trail Technician/By-Law Officer  
**Department:** Parks, Recreation and Trails  
**Location:** Work will commence daily at 1095 North Shore Road  
**Reports to:** Trails Coordinator or designate

#### **Purpose**

The Algonquin Highlands Trails Division operates and maintains the Haliburton Highlands Water Trails (Frost Centre and Poker Lakes canoe route areas), hiking trails and the Frost Centre ski trails.

#### **Responsibilities**

- Providing high-quality customer service by answering questions, delivering information, and resolving visitor comments/complaints.
- Periodically supporting the Algonquin Highlands Trails Office operations by answering phones, emails, walk-in inquiries, selling merchandise, making reservations and providing equipment rental services.
- Ensuring quality cross country ski trail conditions by operating a snowmobile to perform ski trail grooming.
- Supporting backcountry hiking and paddling opportunities by maintaining trails, portages, and campsites.
- Performing hazardous tree removal by operating a chainsaw in remote, backcountry settings.
- Supporting operations by collecting garbage, stocking brochures, and cleaning outhouses at access points and trail heads.
- Perform the duties of a By-Law Officer by patrolling interior lakes and forest access roads, checking campers for valid permits, ensuring compliance with program by-laws, issuance of provincial offence notices, compilation of evidence, note taking, preparing crown briefs and attendance in court if required.
- Operate, maintain and repair ½ ton 4x4 pickup trucks, motorized boats, canoes, ATV's, snowmobiles as well as various hand tools and power tools.
- Other duties as assigned.

## **Hours of Work**

The hours and working days for this position vary seasonally as follows, which is subject to change, work on weekends and holidays is required as scheduled:

- January 1 – April 30: 24 hours per week, 8:30AM to 5:00PM Friday to Sunday, with additional hours and on-call to facilitate ski trail grooming, training and busy periods.
- May 1 – Dec 31: 40 hours per week, 8:30AM to 5:00PM, 5 days per week with two days off.

## **Working Conditions**

- Working as a team member or individually outdoors during all seasons and in variable/adverse weather conditions and high biting insect populations.
- Periodically working indoors in an office setting.
- Physical labour, bending, crouching, walking over rough terrain, carrying heavy loads by hand and backpack, lifting overhead, driving vehicles on rough roads/trails with dust.

## **Education**

- Desired qualifications include a post-secondary program in a related field of study.
- Training as a municipal law enforcement officer or provincial offences officer.
- Must possess a valid class 'G' driver's license for the Province of Ontario and have a clean drivers abstract.
- Wilderness Advanced First Aid.
- Chainsaw operator's certification with a level of comfort & experience is a strong asset as tree removal from trails and remote campsites is a regular function.
- Ontario Recreational Canoeing and Kayaking Association (ORCKA) Canoeing – Day Trip Leader Certification, Bronze-Cross Swimming and Wilderness Survival Certifications are assets, or ability to obtain.
- Experience and comfort with operating a snowmobile in the backcountry and while towing a groomer for ski trail grooming operations;
- Backcountry navigation and exploration in all seasons with skiing, snowshoeing, map/compass/GPS, canoeing, hiking and other outdoor experience.
- Pleasure craft operator card and experience with operating a motorboat.

## **Knowledge and Skill**

- Good physical fitness and endurance with the ability to paddle and portage a canoe with a pack or to hike on-trail for multiple kilometers with a pack and tools every day in all weather conditions.
- Comfortable working with computers, reservation software, Microsoft Office, email, cash handling and point of sale debit/credit pin pads.
- Work with minimal direction/supervision – must be a highly motivated self-starter with good attention to detail and high level of professionalism.

- Must be very comfortable on and around the water in various types of canoes and motorboats and adverse weather.
- Knowledge of workplace Occupational Health and Safety Act and WHMIS.
- Excellent interpersonal, problem solving and customer service skills with an upbeat, positive and outgoing personality.
- Ability to work effectively in a dynamic, occasionally high stress environment and manage time with competing priorities.

### **Impact of Error**

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.